



JEFFERSON COUNTY
DEPARTMENT OF ENGINEERING, PLANNING & ZONING
OFFICE OF PERMITS & INSPECTIONS
116 EAST WASHINGTON STREET, Suite 100
P.O. Box 716
CHARLES TOWN, WEST VIRGINIA 25414
(304) 725-2998
Email: permits@jeffersoncountywv.org

DEMOLITION of Residential/Commercial/Industrial

Instructions for Building Permit Application & Inspections

Jefferson County building permit requirements are only applicable for property located within the unincorporated areas of Jefferson County and do not apply in the five incorporated jurisdictions: Charles Town, Ranson, Harpers Ferry, Bolivar and Shepherdstown.

TO OBTAIN A PERMIT:

1. Application filled out completely.
2. Water Service Termination - provide one of the following:
 - a. A letter from County Health Department stating existing well is properly abandoned; or
 - b. A letter from Public Service District stating service is properly terminated.
3. Sewer Service Termination - provide one of the following:
 - a. A letter from County Health Department stating existing Septic system is abandoned; or
 - b. A letter from Public Service District stating service is properly terminated.
4. Electric Service Termination - provide a letter from the electric utility company stating that the electric service is properly terminated.
5. Gas Service (if applicable): provide a letter from gas utility stating gas service is properly terminated.
6. Demolition Plan/Sketch showing:
 - o Property/Parcel shape with approximate location of all structures and the types (see page 4)
 - o Type and location of temporary safety barriers.
7. Permit fee paid: \$125 for Residential or Commercial / Industrial.

IMPORTANT INFORMATION:

- ***Note: Your permit will only be issued once it has been reviewed and approved. Timeframe for review will depend upon work load. The review will begin only after all the information is 100% complete and accepted by the Office of Permits & Inspections.***
- Check with WVDEP for required asbestos inspection & asbestos removal requirements.

INSPECTIONS REQUIRED:

1. Pre-Demolition (after protective barriers are in place & prior to beginning demolition work).
2. Prior to backfill of basement foundation (if applicable).
3. Final (upon completion of all work).

SCHEDULING AN INSPECTION:

Schedule an inspection by calling 304-725-2998; from 9:00 am–5:00 pm, Monday–Friday.

Have the following information available prior to calling to schedule an inspection:

1. Permit Number. (INSPECTION WILL NOT BE SCHEDULED WITHOUT PERMIT #, **No Exceptions**)
2. Owner Name and/or Subdivision & Lot Number.
3. Type of Inspection requested (see "Inspections Required" above).
4. Name & phone number of person scheduling the inspection.

Inspections scheduled by 3:00 pm will usually be performed within 48 hours of that business day. No appointments or times are set for inspections.

I have read and understand these instructions & requirements:

Date: _____

Property Owner's (Original/no copies) Signature

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Permit Fee:

\$ _____

Please make checks payable to:
JEFFERSON COUNTY COMMISSION

Date: ____ / ____ / ____

Rec'd By: _____

Permit No. _____

1. TYPE OF DEMOLITION:

____ Single Family Residential ____ Multi-Family Residential ____ Commercial/Industrial

____ Other: _____

2. PROPERTY OWNER(S) INFORMATION:

First Name(s): _____ Last Name: _____

Company _____ Name _____ (if _____ applicable):

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____ Email: _____

3. PROPERTY INFORMATION:

Physical Address: _____ Zip: _____

Subdivision: _____ Lot No.: _____ Section: _____

Tax District: _____ Map: _____ Parcel: _____ Deed Book: _____ Page: _____

Lot Size: _____ (acres)

List all existing structures on property:

4. CONTRACTOR: (A copy of the current West Virginia Contractor's License must be submitted with application)

Company Name: _____ Contact Person: _____

Street _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell phone: _____ Fax: _____

Email: _____

Contractor WV License #: _____ Name of Individual License is Issue to: _____

5. DEMOLITION PROPOSED FOR:

____ Total removal & New Construction/Replacement ____ Total removal & No New Construction

____ Partial removal & New Construction/Replacement ____ Partial Removal & No New Construction

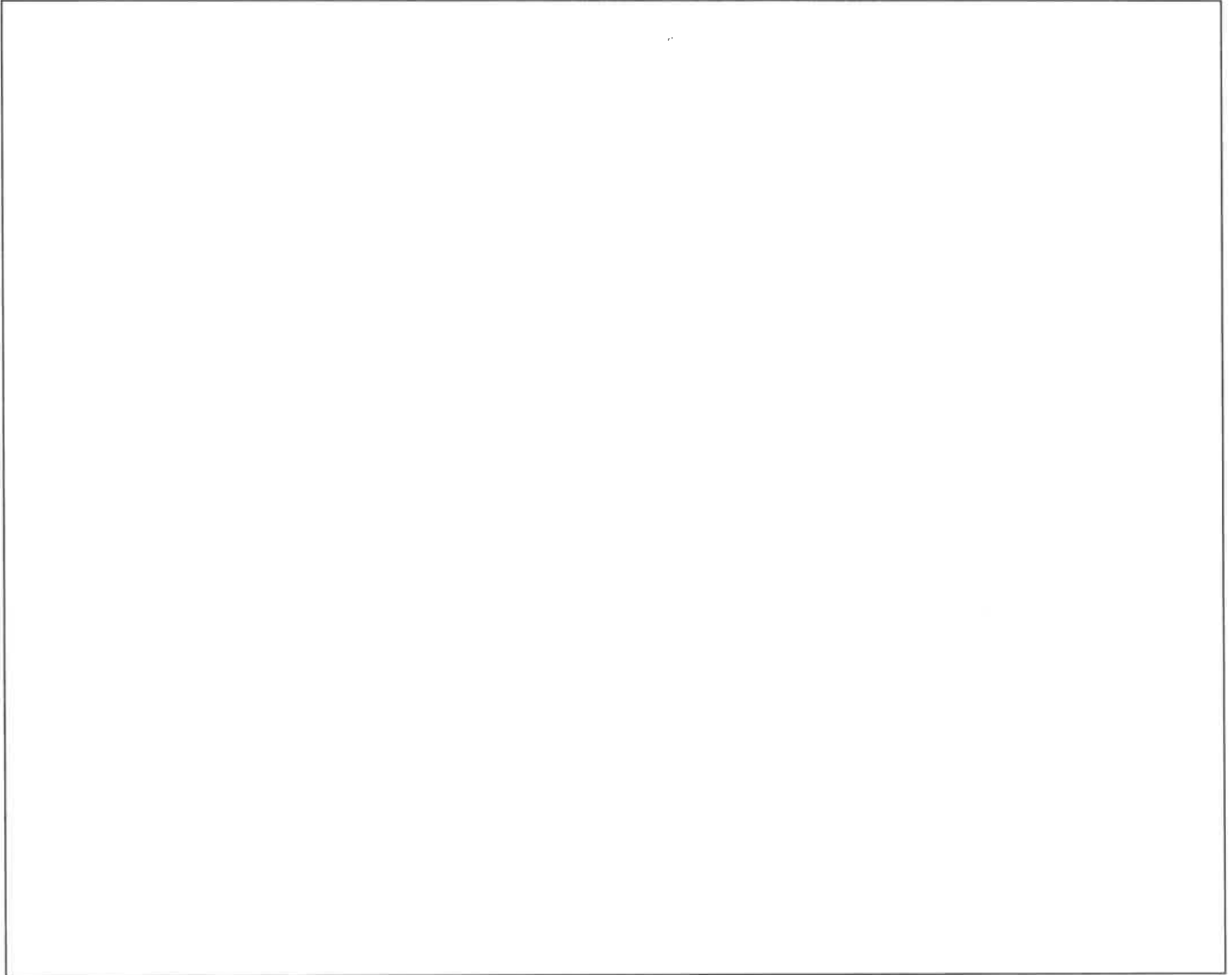
6. STRUCTURE ELEMENTS:

Number of Stories: _____

Foundation (check one only) ____ Basement ____ Crawl ____ Slab on Grade

DEMOLITION PLAN/SKETCH SHEET

- Sketch the shape of the lot & provide the size of the lot.
- Show location of adjacent roads and the road names; and streams and stream names.
- Show all existing rights-of-way and/or easements on the property.
- Location of structure(s) to be demolished and label the type of structure (dwelling, garage, shed, etc.)
- Location of structures to remain and label the type of structures.
- Show height (1, 2 or 3 story, etc.) and size (dimensions) of structure to be demolished.
- Show & label type (i.e., chain link fence, snow fence or other type) and location of protective barriers.



Property Owner's Signature: _____ Date: _____

For Office Use/Approval Only

DIRECTIONS TO SITE/PROPERTY

Note: All information shall be complete and satisfactory prior to issuance of the Demolition Permit.
PLEASE MAKE DIRECTIONS CLEAR; INSPECTOR'S CANNOT INSPECT WHAT THEY
CANNOT FIND.

Subdivision: _____ Lot No.: _____

Physical Street Address:

Give clear directions using names/route numbers, landmarks, when to turn left and right and other descriptors necessary to find the location. If there is more than one entrance to a subdivision, please note which entrance to use.

Directions from Charles Town:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**OWNER/APPLICANT'S CERTIFICATION OF INTENT
AND
ACKNOWLEDGMENT OF RESPONSIBILITY**

I, (We) the Owner(s) of the property on which the intended demolition is located, hereby certify and ensure that the demolition complies with all restrictive covenants of this property/real estate, and I, (We) agree, understand and acknowledge that I, (We) assume full responsibility for compliance with any such private land use, covenants and restrictions, and that a violation thereof may result in legal sanctions by court injunction, fines and civil damages, irrespective of the issuance of this permit by Jefferson County.

I, (We) further acknowledge and understand that:

- Any demolition prior to the issuance of this permit is in violation of the Jefferson County Ordinances and is subject to prosecution to the fullest extent of the law. This includes site work, barricade construction, building construction, etc.
- Demolition shall not begin until the demolition plan is approved.
- By signing this application, it is understood that employees, representatives and or agents of the Jefferson County Engineering Department, Permits & Inspections, are authorized to enter in and/or upon the property for the purposes of performing site plan and building code compliance inspections and to check for code violations related to the property, site work and/or building activities identified on this application.
- The property owner(s) is/are responsible for providing employees, representatives, and/or agents of the Jefferson County Engineering Department, safe and open access to the site and all building components when conducting inspections.
- All Roadways and properties shall be protected from damage and the deposit of mud, dirt, silt, trash and debris, etc., resulting from work covered by this permit application.
- The Property owner(s) shall be responsible for any resulting damage and clean-up costs.

I/We acknowledge that this application is true and accurate to the best of my/our knowledge.

Property Owner: _____ Property Owner: _____
(Original/no copies) (Original/no copies)

Print Name: _____ Print Name: _____

Title: _____ Title: _____

Date: _____ Date: _____

ASBESTOS FACT SHEET

**BEFORE YOU DO ANY
RENOVATION OR
DEMOLITION YOU MUST HAVE
YOUR BUILDING OR HOME
INSPECTED FOR THE
PRESENCE OF "ASBESTOS"**

WHAT DOES THE LAW STATE ABOUT RENOVATION AND DEMOLITION ACTIVITIES?

ASBESTOS ABATEMENT LICENSING
RULE WEST VIRGINIA LEGISLATIVE
RULES DIVISION OF HEALTH
TITLE 64 SERIES 63 1998

This rule established procedures and standards for the training and licensure of persons engaging in activities relating to asbestos abatement activities. This rule also identified the responsibilities of owners of building or other man-made structures where asbestos activities are being conducted.

Responsibilities of Owners

The owner must ensure that each building or other man-made structure he or she owns is inspected for the presence of asbestos by a licensed asbestos inspector prior to any renovation or demolition activities;

64-63-2. Definitions

2.14. Building or Other Man-Made Structure. A building or a part of a building, or a group of buildings on the same premises, or any other type of man-made construction, such as a pipeline, barn, shed, trailer, or any appurtenance to a building or other man-made structure.

2.3. Asbestos Abatement: Procedures to control fiber release from asbestos-containing materials.

2.4. Asbestos Abatement Project: An activity involving the repair, removal, enclosure, or encapsulation of asbestos-containing material: Provided, That the removal of less than three (3) square feet or three (3) linear feet of asbestos containing materials required in the performance of a maintenance activity not intended solely as asbestos abatement is not considered to be an asbestos abatement project.

WHERE CAN ASBESTOS BE FOUND?

- Exterior Surfaces: window putty, roof felt, shingles, mastics and cement asbestos board siding.
- Interior Surfaces: sprayed on popcorn acoustical ceilings, wall and ceiling plasters, heat reflectors (woodstoves) and acoustical tiles.
- Heating and Ventilation: heat source covering, door and cover gaskets, pipe insulation, and air duct covering.
- Flooring: sheet vinyl's, tiles and mastics.

This does not include every product or material that may contain asbestos, but is intended as a general guide to show various types of materials that may contain asbestos.

HERE ARE THE STEPS YOU NEED TO TAKE AS THE OWNER



Retain a West Virginia licensed asbestos inspector to conduct an inspection of areas affected by the renovation and/or demolition activity.



If no asbestos-containing materials (ACM) are identified, you may proceed with renovation or demolition activities. Provided that you have also complied with the applicable requirements of WV Code of State Rule 45 CSR 15 - EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS PURSUANT TO 40 CFR PART 61, administered by the WV Department of Environmental Protection – Division of Air Quality. For information call (304) 926-0499.



If ACM are present, those materials may only be abated by a West Virginia licensed asbestos abatement contractor.

WHERE DO I GET A LIST OF ASBESTOS INSPECTORS AND CONTRACTORS?

From the WVDHHR BPH Asbestos Compliance Program web site at:
www.wvdhhr.org/rtia/licensing.asp

If you do not have access to the website, you may call **(304) 356-4276** to obtain a written list of licensed Inspectors and Contractors.

TO GET ANSWERS ABOUT ASBESTOS RELATED QUESTIONS AND CONCERNS?

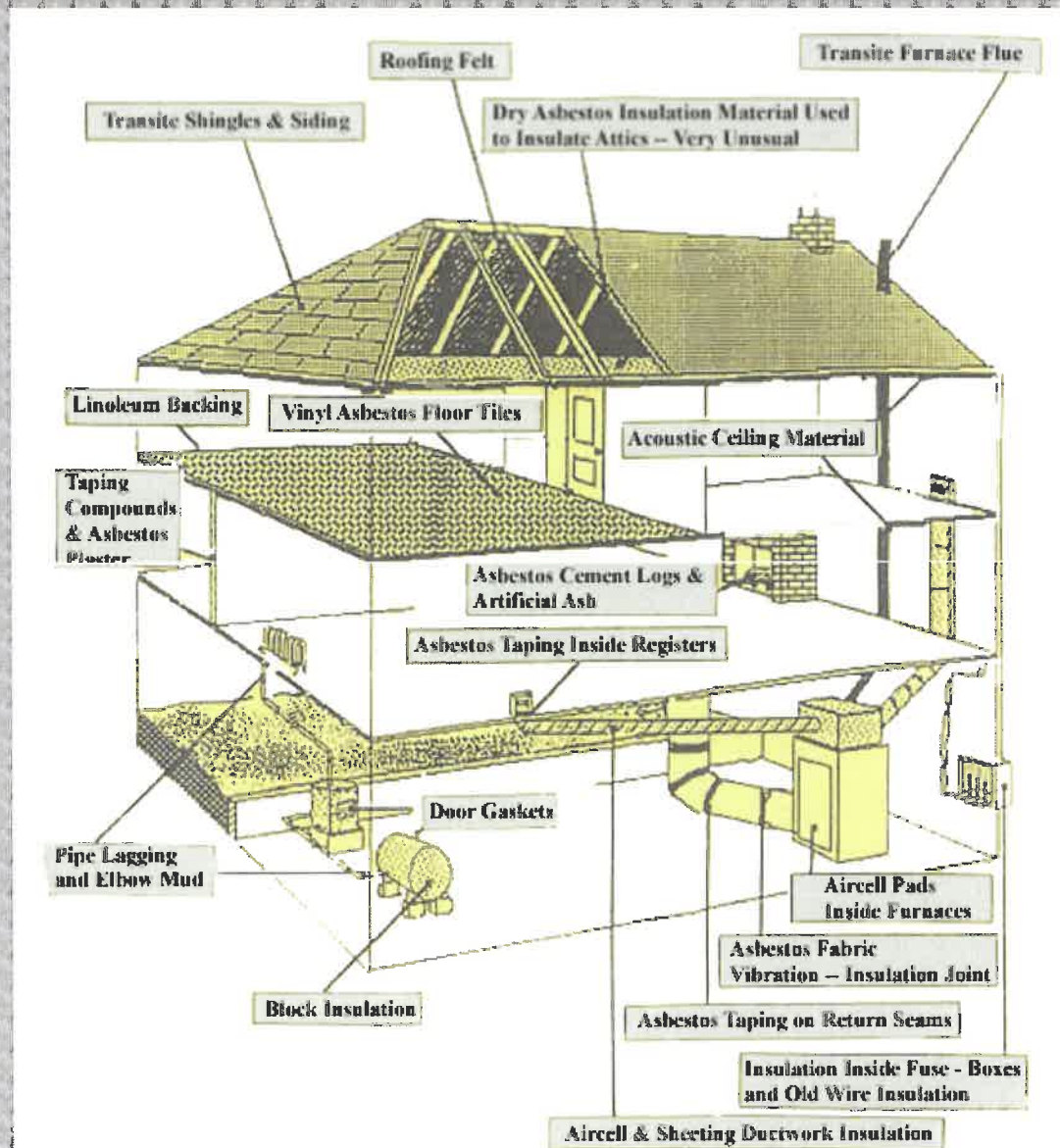
You may contact the WVDHHR BUREAU FOR PUBLIC HEALTH Office Of Environmental Health Services at:
(304) 558-2981

More information may be found at the USEPA website

<https://www.epa.gov/asbestos/protect-your-family-exposures-asbestos>

COMMON MATERIALS CONTAINING ASBESTOS

Asbestos has properties which made it suitable for use as insulation and as part of binding materials in buildings. Asbestos has been used in such parts of the home as floor tiles, ceiling panels, acoustical ceilings, exterior stuccos, etc. All in all there have been over 3500 products manufactured that contain asbestos. It would be impossible to list all of these products here. The only sure way to find out if the material you are concerned with contains asbestos is to have the material tested. Refer to the following diagram for the most common products that may contain asbestos.



Note: The original of this graphic is by UC Berkeley Extension, Pacific Information Center

